

Unit approved letterhead

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Date

MEMORANDUM THRU Cdr, LTC Kevin A. Smith, 505th Supply Battalion, ATTN: (CPT, SFC or Mr.) Security Manager or Officer, Bldg. T-754, 777 Tank Hill Road, Fort Hood, TX 23578-0987

FOR Director, Army Acquisition Career Management, US Army Acquisition Support Center, ATTN: 51C Proponent, 9900 Belvoir Road, Fort Belvoir, VA 22060.

Subject: Verification Letter for Security Clearance for SSG William A. Love, XXX-XX-XXXX.

1. I, (CPT, SFC, DAC GS13), Security Manager or Officer, 505th Supply Battalion, has verified that SSG William A. Jones has a secret clearance dated 27 June 2007.
2. For further information pertaining to this action please contact the undersigned at 765-778-8987 or email at herman.williams@us.army.mil .

Signature Block
CPT, SFC, DAC
Security Manager

EXAMPLE